

## DEFINITIONS

Relative means husband, wife, father, mother, son, daughter, brother, sister, grandparent, grandchild, or spouse of any of these, or a person living in the same household with employee. For a married employee, these members of the spouse's family are included.

Notice means a request communicated to appropriate person within fifteen (15) minutes from start of shift or sooner, if possible. For employees in seven (7)-day, twenty-four (24) hour operations, notice shall be required one (1)-hour prior to the start of the shift.

Documentation means a statement from funeral home or obituary indicating name of deceased, location of funeral, date of death, and date of funeral.

## RESPONSIBILITIES

Employees are responsible for:

- promptly reporting the necessity for leave;
- providing any required documentation;
- complying with all requirements for securing leave; and
- requesting leave only for appropriate uses.

Supervisors are responsible for:

- implementing this policy in an appropriate and consistent manner;
- developing and/or distributing agency procedures for employees to follow to secure funeral leave, including identifying persons to be notified with requests for leave and any required notification procedures or forms;
- approving leave only for appropriate uses as outlined below; and
- taking appropriate actions, including discipline, when an employee fails to abide by the requirements of this and related attendance and leave policies.

## PROCEDURES

Funeral leave in conjunction with the date of the death or date of the funeral applies to the next three (3) scheduled work days in the following manner:

- the approved leave shall be equal to the length of each of those scheduled work days; and
- funeral leave is not charged on non-scheduled days, for example, an employee scheduled to work Monday through Friday who requested funeral leave to begin on a Friday would be eligible for funeral leave on Friday, Monday, Tuesday as those are the next three scheduled work days; however,
- employees who return to work prior to the passage of the next three (3) scheduled work days forfeit the remainder of that unused funeral leave.

Employees on disability are not eligible to supplement disability benefits with paid funeral leave. Nor are employees on continuing unpaid leave eligible to interrupt such continuing unpaid leave with paid funeral leave.

<b>REFERENCES</b>
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31 IAC 1-9-7(b)  
31 IAC 2-11-8(b)